

**MINUTES**  
**ADMINISTRATIVE COUNCIL – COLLEGE OF EDUCATION AND BEHAVIORAL SCIENCES**  
**Thursday, December 10, 1999 – 8:00 AM**  
**Dean's Conference Room, Tate Page Hall**

Members Present: Evans, Mikovch, Fong, Little, Metze, O'Connor, Oglesby, Payne, Schnacke, Stayton, Storey.

Names are needed by next Wednesday from PE, SISTE, Military Science, and Psych for the University Academic Probation Committee. Cobb was nominated for PE, and Frye for Military Science.

A videotape is now available for check out through Huda Melky for individuals who have not yet taken the training for sexual harassment. The training is mandatory for everyone.

SGA passed a resolution regarding the posting of office hours by faculty. Evans stressed that hours need to be posted, and they should be spread out over the entire week in order to accommodate students. He also asked that all offices encourage staff and students to try to make sure a "live" person answers telephones as much as possible.

If any time sensitive materials are delivered to the Dean's Office, please ask the person making the delivery to give the material to someone and inform them that it is time sensitive.

Dr. Reid Lyon is interested in doing a presentation at Western on child development. Council members agreed that Dr. Lyon should be invited in. Evans added that the College's indirect funds from grants written by non-faculty are still in the Provost's office. He is considering putting some funds into the Math/Science Center and into summer fellowships. Evans asked that any other ideas be submitted to him.

Copies of the NSF RPF in child development and learning can be obtained the Dean's Office, if anyone is interested.

Department heads were asked to respond in whatever way is appropriate for that unit regarding the memorandum concerning Honors Day 1999.

Names are needed by next Wednesday from all departments for an individual to serve on the International Education Committee.

Evans indicated that non-compliance in submitting internal and external consulting forms is not an option. Department heads were asked to remind the faculty to do this. Refer to pages 46-49 of the Faculty Handbook for specific information. Faculty who are assigned up front to grants are not required to do so.

The Provost will announce next week her recommendations for summer school for next year. The deans are still working on this issue. Further discussion followed. David Lee is the deans' representative; John Wassom the department heads' representative; and Jim Becker the faculty representative on the Budget Advisory Committee.

The Deans Retreat was held last week, and they were encouraged to do the job announcements. Also, a research foundation will be created sometime in the future.

The health clinic will be used to connect AC to the new technology building. The question has been raised on whether to outsource student health services.

The issue of linkages with other institutions was briefly discussed.

A determination has not yet been made on who will receive the money for electronic classrooms. Chuck Anderson has indicated his willingness to fund two more electronic classrooms. The Council members agreed to try to obtain another classroom for the College.

The Board of Regents will begin a period of time during their meetings in which they highlight a program or individual. Submit any suggestions to Evans.

Tom Hiles was introduced, and Council members introduced themselves. He spoke on the issue of overall campus planning and how it fits in to the strategic plan. Western is currently in a campaign mode, and the University will go public with that campaign next year and announce goals.

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Evans indicated that the deans are in favor of having a development officer in each college, but are not willing to fund those individuals.

Evans briefly spoke on the remediation programs which brings in at-risk students. Also, he has gotten through all the Action Plans and will be meeting individually with department heads to discuss them.

Possible contacts were suggested for the Kreisler family and Betsy Howton.

Unless something urgent arises, there will be no Administrative Council meeting next week.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary